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GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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JENNIFER E. FRADEL
ADMINISTRATOR

September 22, 2017
NOTICE OF JOB VACANCY
#17-230

An opportunity currently exists in the Department of Law and Public Safety, Office of the Attorney General, for State employees who meet the requirements specified below:

TITLE: Deputy Administrator
(Civil Service Title – TBD)

SALARY: Salary commensurate with experience and education

LOCATION: Office of the Attorney General
Administrator's Office
25 Market Street
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Administrator in the Department of Law and Public Safety, assists in the development and implementation of policies designated to facilitate the application of all operational and administrative processes within the Department. Assists in managing all areas of administration including, but not limited to, budget, fiscal, human resources, information technology, facilities and legal affairs/employee relations. Institutes programs, systems, and procedures deemed vital to efficient Departmental operations. Assists in developing short and long term plans to ensure attainment of established goals and to provide appropriate levels of management with guidance/support on a variety of administrative and operational matters.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Six (6) years of experience in the administration of budget, fiscal, human resource, information technology, facilities, or legal affairs/employee relation management, including organizational and related systems, in a large public or private organization, four (4) years of which shall have been in a supervisory capacity.

NOTE: Applicants who do not meet the above educational requirements may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility

If interested, please send a letter indicating job vacancy #17-230 and current resume before the closing date of October 6, 2017 to:

Recruitment Coordinator
LPS.HumanResources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

